

MASTER SITE PLAN APPLICATION

(Revised 11/08)



MASTER SITE PLAN

MASTER SITE PLAN REQUIREMENTS INSTRUCTIONS

1. A *Master Site Plan Application* legally notarized with all applicable signatures as required.
2. A Copy of the *recorded deed of the parcel(s)* proposed for the Master Site Plan.
3. Fee Requirements:
 - a. A Site Plan Review Fee of \$300 plus \$30 per lot or acre whichever is greater
4. The following written statements:
 - b. A *written statement* expressing the *intent of the development*. Also identify in writing the owners designated *Single Point of Contact* for all formal communications.
 - c. A *written statement* identifying the *proposed method* of *sewage disposal*.
 - d. A *written statement* identifying the *proposed method* of *fire protection*.
5. A *letter* from the *local Fire District/Department* expressing their ability and/or capacity to give service to the proposed development. This statement must also indicate that the local Fire District/Department has also reviewed the proposed Master Site Plan and finds the proposed layout and fire protection plan addresses state and local fire code requirements.
6. A *letter* from the County Special District Coordinator stating that the proposed development is not encumbered by *County Improvement District Assessments*.
7. The subdivider shall file *five (5), full size, and copies* of the Master Site Plan in the office of the Development Services Department.
4. One 8 ½" x 11" *copy* of the *Master Site Plan* shall be submitted prior to the hearing(s).
9. Such other *supplemental information* as the Director or County Engineer may require ***to insure that the development would protect the public health, safety and general welfare.***
10. The following is a list of the *Master Site Plan* requirements:
 - a. The *size of the Master Site Plan* shall be 24 x 36 inches and shall be drawn to a 50, 100 or 200 foot to the inch scale, whichever is most appropriate to clearly present necessary details.
 - b. The *title of the map* and a *legal description of property*.
 - c. The *location, description* and *approximate acreage* of all *proposed uses*.
 - d. The *name* and *address* of the *owner* and *subdivider*.
 - e. The *name* and *address* of the *person preparing* the Master Site Plan.
 - f. The *approximate acreage* and *overall dimensions* of the proposed development.
 - g. A *north arrow*, the *drawing scale* and the *date* that the Master Site Plan was prepared.
 - h. The *development boundary line* and *vicinity map*.

- i. The *existing use* of property immediately surrounding the development, along with *assessors parcel numbers*.
- j. The *names, locations* and *widths* of *adjoining streets*.
- k. All *identifying landmarks* and *existing structures*, both above and below ground.
- l. The locations of *proposed streets*.
- m. All *streets* and *rights-of-ways* providing *permanent access* to the development.
- n. The *widths* of *existing easements*, also identify the *function* of the *easements*.
- o. All *existing culverts* and *drain pipes*.
- p. All *water courses* and *channels* including proposed facilities for control of storm waters. Two (2) copies of the *preliminary drainage report* are required.
- q. All lands subject to *overflow, inundations* or *flood hazard*.
- r. All *existing rights-of-way*.
- s. Any *lands* and *parks* to be dedicated for public use.
- t. The *location, size, number* and *usage type* of proposed lots (i.e.; single family residential; multi-family residential; commercial; etc.).
- u. The proposed *yard setbacks*.
- v. An *approval block* with area for signature of the *Chairman* of the *Planning & Zoning Commission* and the signature of the *Chairman* of the *Board of Supervisors*, including areas for dates.
- w. The *proposed open space* for *recreation*.
- X The names of *utility companies* servicing the proposed development.
- y. Show *topographic contours* with maximum intervals as follows:

<u>Slope</u>	<u>Interval</u>
0 - 2%	1'
3 - 9%	2'
10%+	5'

- z. If the development is to be building in phases, the phases *uses* must be *clearly identified* on the *Master Site Plan*. The phases shall be *numbered* and a *boundary line* must be represented for each phase.
- aa. The *names of utility companies* servicing the proposed development.

11. An additional ***separate Site Plan*** shall be prepared for *Special Development - Commercial/Industrial proposals*.

NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

PLANNING & ZONING

P.O. Box 668, Holbrook, Arizona 86025, Phone: (928)-524-4100 Fax: (928) 524-4399

SITE PLAN

(Revised 11/08)

1) **DEFINITION:**

A plan, prepared to **scale**, showing **accurately** and with complete dimensioning, the boundaries of a site and the location of all building, structures, uses and principal site development features proposed for a specific parcel of land.

2) **CHECKLIST:**

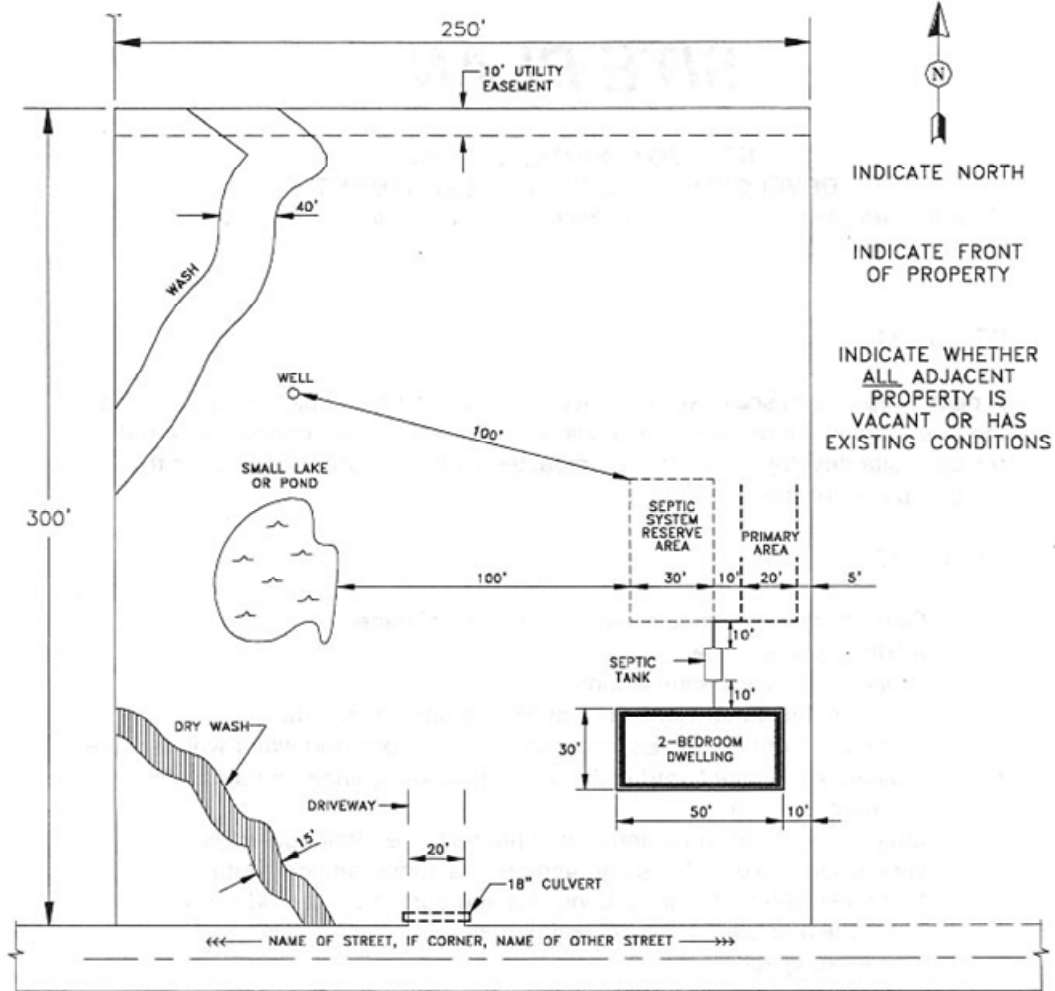
- a. Five (5) copies of site plan drawn to scale on a sheet of paper with a minimum size of 18"x 24", also include a reduced 8 ½"x 11" copy.
- b. North arrow and scale.
- c. Property lines with dimensions.
- d. Property boundary by: metes and bounds or as a lot in a recorded subdivision; or by sectional breakdown; or by deed description.
- e. Location and dimensions of existing and proposed structures. (Buildings and fences by type & height, etc.)
- f. Distances from structures to property lines, septic and water well facilities.
- g. Location of existing and proposed utilities with dimensions from property lines or structures. (Septic systems, water wells, electrical service, etc.).
- h. Indicate all required yard setbacks from property lines and distances between buildings.
- I. Delineate all dedicated street right-of-ways, street names, drainage and utility easements.
- j. Indicate physical characteristics of property, drainage ways or watercourse alignment, slope and general topographical features.
- k. Show existing and proposed ingress and egress of the subject property.
- l. The rural address for the subject parcel.
- m. The existing zoning.
- n. Owners signature and date.
- o. The **Assessor's parcel number** for the subject parcel.

NOTE: Site Plan submittals for Special Use Permits for Manufactured Home Parks and Recreational Vehicle Parks must be prepared and certified by a Civil Engineer, Architect or Land Surveyor, registered within the State of Arizona. All submittals for manufactured Home Parks and Recreational Vehicle Parks must comply with the Subdivision Drainage and Floodplain requirements as noted in the Navajo County Tentative Plat Informational Supplement (1995). **The success of your request will be directly effected by the quality and accuracy of your Site Plan submittal.**

EXAMPLE SITE PLAN

Date: _____ Owner's Name: _____ Parcel No: _____

Address: _____



SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...

Post Office Box 668 - 100 East Carter Drive
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4399

OWNER INFORMATION: